



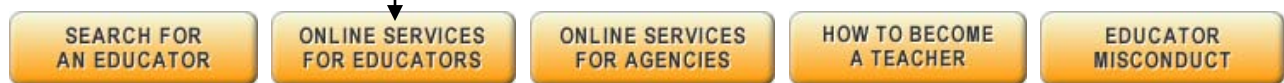
# Online Services for Educators

## Quick tips for applicants using the Web Application Process

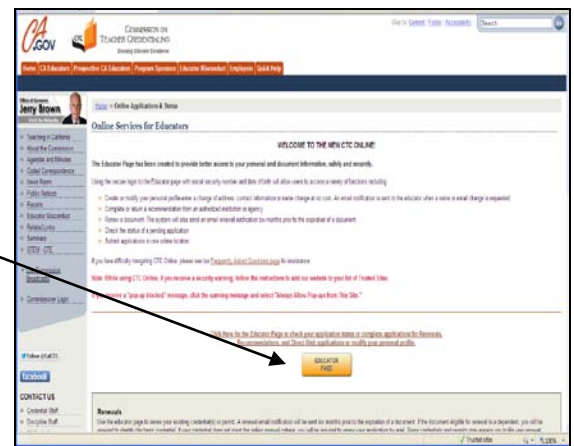
Candidates seeking certification in California may use the online Web Application process to create a personal profile for their initial application or access their personal Educator Page to check on pending applications, edit their personal profile, renew an existing document, apply directly for a new type of document, or complete a recommendation from a program sponsor.

1. If not already completed, fill out the CTC-specific [form 41-LS](#) and take it to a [LiveScan station](#) for your fingerprints to be taken.
2. Apply for your document using the Web Application Process at the CTC website. ([www.ctc.ca.gov](http://www.ctc.ca.gov))
3. **Important:** Before beginning the application process, be sure set your web browser to accept pop-ups from the Commission's website.

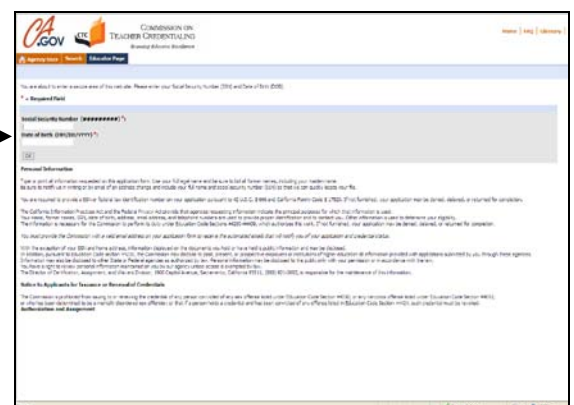
a. Click the **Online Services for Educators** navigation button



b. Select the button for the **Educator Page to complete your application.**



c. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will be prompted to enter this information twice.



- d. Edit/complete your personal profile. When this information is complete, click 'Next.'

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600 \* Required field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

Last Known County of Employment: Note: Please verify County of Employment is current

Fingerprint Process Complete: ?

Last Known County of Employment: ?

Fingerprint Process Complete: ?

Address Line 1: 2000 CAVEAT, AVE State: CA  
Address Line 2: City: SACRAMENTO  
City: SACRAMENTO  
State: CA  
Country: USA  
Zip Code: 95834

Back Next

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- e. Click on the "Create New" button under Web Applications to start your application for a new type of document. [Click Here](#) for a list of documents available through the online process.

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Last Known County of Employment: Note: Please verify County of Employment is current

Fingerprint Process Complete: ?

Last Known County of Employment: ?

Fingerprint Process Complete: ?

Document Application Address and Commission Actions

| Document Number | Document Title                     | Terms       | Status | Issue Date | Expiration Date | Original Issuance Date | Grade | Special Grade |
|-----------------|------------------------------------|-------------|--------|------------|-----------------|------------------------|-------|---------------|
| 20140105        | Single Subject Teaching Credential | Preliminary | Valid  | 8/10/2009  | 8/10/2014       |                        |       |               |

Recommendations

Click the Document Title to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency" with the Return Reason.

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Web Applications

Create New

Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Select Document Title Application Status

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- f. Select the type of document you wish to apply for from the drop down menus; review the checklist verifying you meet all requirements for the document, print the checklist, and click Next.

- g. Read the Disclosure page for the Professional Fitness questions and answer "Yes" to continue to the next page.

- h. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Proceed to Payment. **Click Proceed to Payment only once!**

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Answering Educator Questions

Home | FAQ | Contact Us

Answering Questions | Oath and Affidavit | Proceed to Payment

Date of Birth: Type: Date of Incident: Detailed Description: Action Taken:

Before you proceed to payment, you must certify (or declare) that all the foregoing statements in this application are true and correct.

To do this, you must:

1. Read the Oath and Affidavit section below.
2. Enter the City, County (if applicable), State, Country.
3. Obtain your agreement (or agreement of the State) to the Oath and Affidavit.
4. If an Online Direct Application (or an Affidavit) is required and not reported within 30 calendar days, your application will be held in abeyance.

Click here to view the Online Direct Application checklist.

Oath and Affidavit

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

\* Required field

Date Received:

City:

County:

State/Province/Region:

Country:

I Agree: ☐

I understand fees are non-refundable and cannot give receipt.

Click here: ☐

Back Cancel Submit Payment

- i. The display shows the document applied for and the amount to pay. Click the Continue button.

Online Payments - Landmark Payment System

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Answering Educator Questions

Below is a confirmation of your order. Please review your order and select 'Continue' to proceed to the billing screen.

| Product Name             | Description              | Amount Due |
|--------------------------|--------------------------|------------|
| Certificate of Clearance | Certificate of Clearance | \$30.00    |
| Total                    |                          | \$29.50    |

Continue

LexisNexis®

- j. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

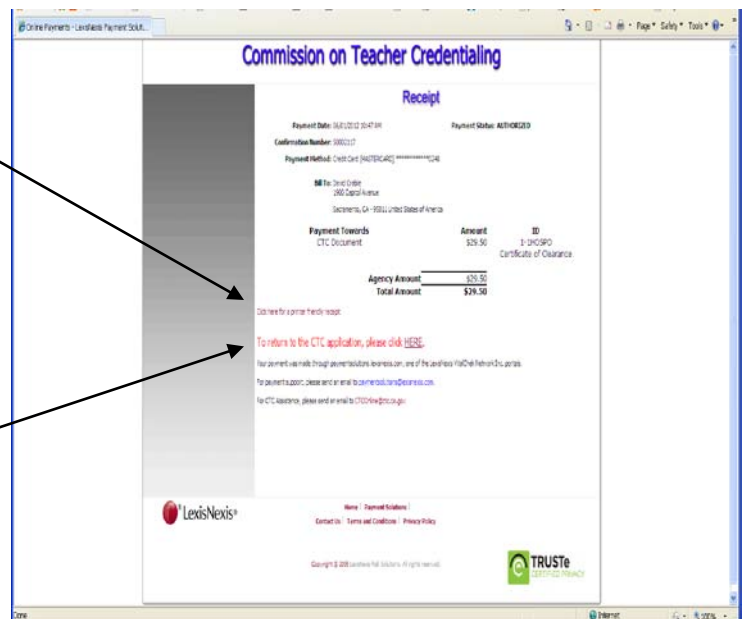
The screenshot shows the 'Billing Address' and 'Payment Information' sections. The 'Billing Address' section includes fields for Cardholder First Name, Cardholder Last Name, Zip Code, Address, Address Comments, City, State (dropdown), Email Address, and Phone. The 'Payment Information' section includes fields for Payment Type (Credit Card selected), Card Number, and Expiration Date. A 'Continue' button is highlighted with an arrow from the instruction text.

- k. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

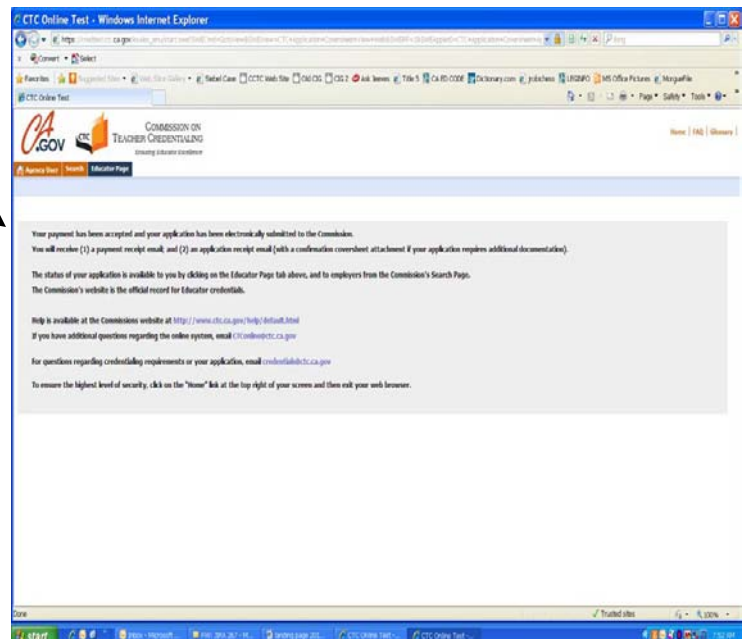
The screenshot shows the 'Billing Address' and 'Payment Information' sections. The 'Billing Address' section is pre-filled with: Cardholder First Name: David, Cardholder Last Name: Cohen, Zip Code: 95833, Address: 1900 Capitol Avenue, Address Comments: City: Sacramento, State: CA, Country: United States of America, Email Address: dc@lexisnexis.com, Phone: 813.304.6739. The 'Payment Information' section shows Card Number: \*\*\*\*\*, Expiration Date: 11/2014, and a checkbox for 'By checking this box, you are authorizing the payment of the full amount.' A 'Complete Payment' button is highlighted with an arrow from the instruction text.

- l. Use the 1<sup>st</sup> link provided to obtain a printable receipt for your reference.

- m. After printing your receipt, you can return to CTC Online with the link "To return to the CTC application, please click here."



- n. The final landing page provides directions back to the Educator page or to log out of CTC Online.



Note: If you answered "yes" to any of the Personal and Professional Fitness questions you must send the required supporting materials to the Commission as per the instructions provided.